1.0 PURPOSE

This document reviews the actions to be taken in case __________ worker has tested positive for CoVID-19 virus.

2.0 SCOPE

This SOP details procedures to be used when (i) a worker calls in to inform the facility that he/she has been tested for CoVID-19 and (ii) the worker calls in to report that he or she tested positive for CoVID-19.

Currently any person that has samples taken for a CoVID-19 test will have to be isolated at home and sick policies should make sure this person is NOT permitted to work until the test comes back negative (which may take from 1 to 2 days and maybe even longer).

3.0 SAFETY & ENVIRONMENTAL CONSIDERATIONS

CoVID-19 is a new type of virus that can spread rapidly because there is no immunity to it.

CoVID-19 symptoms include cough, fever and shortness of breath. Symptoms can be severe, and in some cases, it can cause death. Elderly and immunocompromised are most at risk.

The virus is spreading mainly through person-to-person contact including through respiratory droplets produced when an infected person coughs or sneezes.

Food or food packaging is not associated with transmission of CoVID-19 virus. Regular Cleaning and Sanitizing procedures that are in place are sufficient to control contamination with CoVID-19 virus in the processing environment.

The primary goal of this SOP is to prevent person-to-person transmission.

Actions need to take priority and be implemented without delays.

All workers MUST notify QC Manager as soon as they are tested for CoVID-19 virus.

Workers tested for CoVID-19 virus are NOT allowed to work in _________ until the test comes back negative (test takes app. 2-3 days).
4.0 REQUIRED TOOLS / EQUIPMENT

‘Do not use!’ sign, restroom key, box of gloves, box of facemasks, 5 sets of clean working clothes, cleaning solution for floors, cleaning solution for walls, cleaning solution for lockers, cleaning solution for refrigerator, sanitizer, phone, contactless thermometer, cleaning solution titration kit, sanitizer test strips, hand-sanitizer, computer.

5.0 FREQUENCY

Whenever a person working in ___________ is tested for CoVID-19 virus.

Whenever a person working in ___________ tests positive for CoVID-19 virus.

6.0 RESPONSIBILITY

Food Safety Director

7.0 PROCEDURE

- TASKS:
- (1) After being notified that a worker was tested for CoVID-19
  1. Inform other workers of the test
  2. Consult workers on spots to clean and sanitize
  3. Clean and Sanitize worker’s workspace in the production area
  4. Lock worker’s locker
  5. Discard all food and cleaning and sanitizing interior and exterior of shared refrigerator
  6. Clean and Sanitize outside of person’s locker and refrigerator
  7. Prepare for the possibility that other employees, depending on contact, may require testing quarantined if the tests comes back positive in 24-96 hours. Review employee contact, and prepare for changing shift procedures and responsibilities to account for any short staffing. Reach out alternatives or back-ups if available for employees.

- (2) After the test for CoVID-19 comes back negative
  1. Inform other workers of the negative test result
  2. Unlock workers locker and provide them with fresh working clothes
  3. No further action needed

- (3) After the test for CoVID-19 comes back positive
  1. Report the positive test to NYS Health Department: Follow instructions and obtain information on if other workers will have to be tested as well.
  2. Assess contacts of the positive worker with other workers: Ask the workers that are frequently in contact with the worker that tested positive to self-assess their health. Measure body temperature with contactless thermometer if possible.
  3. Assess risk to the business if all workers have to be tested: There is a chance that all workers will have to be tested for CoVID-19 virus. If they are tested, they cannot come to work for 2 to 3 days until the test is negative. Plan accordingly the production to be able to have sufficient product on stock for this interruption of production. Make a plant to be ready to resume production on the day the test results come back-presumably negative.

4. VERIFICATION: QC Manager will perform the actions in this SOP, record information and sign off those actions were taken.
## 8.0 DOCUMENTATION OF TRAINING

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## 9.0 SIGNATURES AND APPROVALS

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